



## **Setting up Your Profile**

My Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established correctly.

When you log in to My Triand, click on your name in the menu to access your profile.



Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.

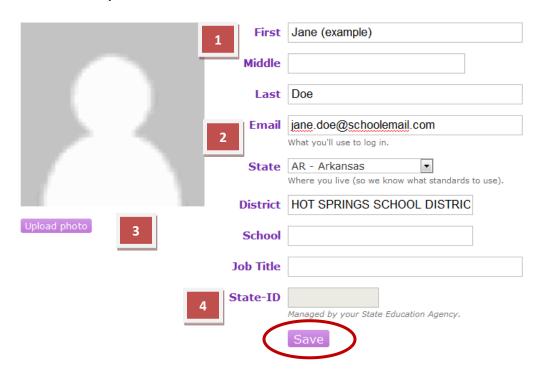


First	Jane (example)
Middle	
Last	Doe
Email	jane.doe@schoolemail.com
State	What you'll use to log in.  AR - Arkansas  Where you live (so we know what standards to use).
District	HOT SPRINGS SCHOOL DISTRIC
School	
Job Title	
State-ID	Managed by your State Education Agency.
	Save





- 1. You can make additions or updates to your first, middle & last names.
- 2. Ensure that your email address, district and school names are correct. Enter your job title in the appropriate field.
  - To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from *(the LEA number will appear for districts with same names)*.
- 3. My Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
- 4. If you have a State-ID number, this will be populated for you after the next APSCN update.



After all changes are made, click the "Save" button to save your information.